

Work with Spaces


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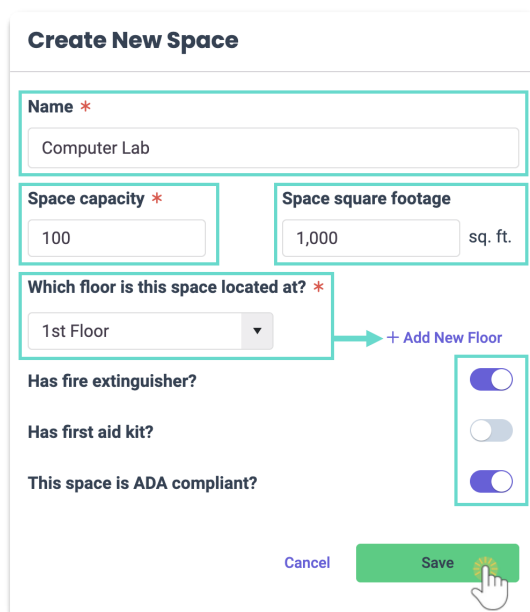
Spaces are the physical locations or rooms at your facility where children attend classes. Every space should be set up in the Jackrabbit Care system and assigned to a class once the [class](#) has been created.

Owners and Administrators automatically have permission to set up Spaces; however, an Administrator is limited to creating them for the site(s) assigned when they were added as a [Team Member](#).

Create a Space

Spaces and their details are created and maintained at the site level. For centers with multiple sites, ensure the right site is selected at the top of the page.

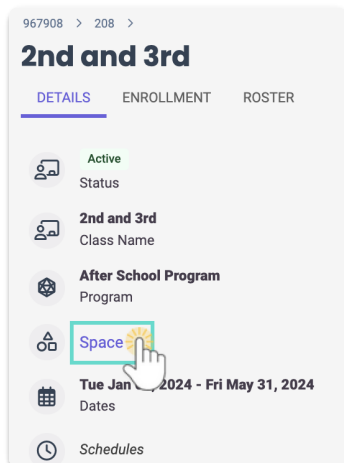
1. Go to **Settings** (left menu) > **Site Settings** card > **Manage All # Spaces**.
2. Click the **Actions Menu**  > **Create a space**.
3. Add details in the *Create New Space* window before clicking **Save**:
 - o **Name** - Label the space.
 - o **Space capacity** - How many people the space can accomodate.
 - o **Space square footage** - How large the space is.
 - o **Which floor is this space located at?** - Use the dropdown menu or click "+ Add New Floor".
 - o **Has fire extinguisher?** - Enable the toggle if the space has a fire extinguisher located within it.
 - o **Has first aid kit?** - Enable the toggle if the space has a first aid kit located within it.
 - o **This space is ADA compliant?** - Enable the toggle if the space meets the accessibility standards of the Americans with Disabilities Act.



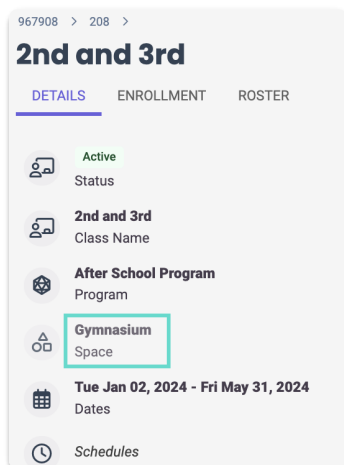
Add a Space to a Class

After Spaces have been created, they can be added to classes. Locate the class you want to add a space to.

1. Go to **Programs & Classes** (left menu) > **Programs & Schedules** card > **View All Classes**.
2. Click **Details** on the class card you want to add the Space to.
3. Click the **Space** link under the **Details** tab.



4. Select the Space from the drop-down menu or click+ **NEW** to add a new space to the site.
5. Click **Save**. The space is immediately added to the class. This designated space can be changed as often as needed.



Delete a Space

Spaces with no classes assigned to them can be deleted. If a space has classes assigned to it, assign the class a new space first, then proceed with deleting an unused space:

1. Go to **Settings** (left menu) > **Site Settings** card > **Manage All # Spaces**.
2. Find the space you want to delete.
3. Click the **Options** icon (⋮) > **Delete** on the space card.

967908 > Sites > Site Details

Science Kids (Southside)

Actions

DETAILS SCHEDULES SPACES DAILY SHEET SNAPSHOT

Name: A-Z

Computer Lab

In Use

:

>

Gymnasium

In Use

:

>

Home Ec Room

In Use

:

>

Media Center

In Use

:

>

Playground

:

>

Space Details

Delete

4. Click **Delete** in the *Delete* window to confirm changes.
